

Message Text

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ACTION NEA-10

INFO OCT-01 ISO-00 SS-15 SP-02 PER-01 SIG-01 A-01
MMO-01 EB-08 SCA-01 IO-13 INR-07 PM-04 CU-02
/067 W

-----311723Z 101207 /41

R 310856Z MAR 77
FM AMEMBASSY TUNIS
TO SECSTATE WASHDC 6238

S E C R E T SECTION 1 OF 2 TUNIS 2200

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E.O.11652: GDS
TAGS: AMGT PFOR TS US
SUBJECT: PARM - ANNUAL POLICY AND RESOURCE ASSESSMENT -
PARTS II AND III

REF: CERP 0001

PART II - RESOURCE ASSESSMENTS

1. THE COURSES OF ACTION OUTLINED ABOVE REQUIRE PERSONNEL
RESOURCES AT CURRENT LEVELS AND I CANNOT SUGGEST ANY
REPROGRAMMING THAT WOULD NOT REDUCE THE EFFECTIVENESS OF
THIS MISSION IN CARRYING OUT THESE COURSES OF ACTION.

2. THE EMBASSY'S STBSTANTIVE STAFF IS NOT LARGE AND WAS
CUT BY ONE ECONOMIC/POLITICAL OFFICER POSITION, OVER
EMBASSY OBJECTIONS IN 1975. SUPPORT STAFF, BOTH U.S.
AND TUNISIAN, IS NOW AT THE MINIMU LEVEL REQUIRED FOR
THE EFFECTIVE FUNCTIONING OF THE MISSION. SOME INCREASES
IN PERSONNEL CAN BE PROJECTED, AS SHOWN ON THE FOLLOWING
CHART, IN THE STAFFING OF THE AID MISSION ALTHOUGH THE
TIMING AND EXTENT OF THESE INCREASES WILL DEPEND ON
DEVELOPMENT OF THE AID PROGRAM OVER THE NEXT TWO YEARS.

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AN INCREASE OF FSL POSITIONS IS ALSO PROJECTED TO PROVIDE
ADMINISTRATIVE SERVICES BY RELOCATION OF THE FSI ARABIC
SCHOOL TO TUNIS. A SMALL REDUCTION IN PERSONNEL CAN BE
EXPECTED IN USLOT DURING FY 1978. OUR USIS COMPLEMENT
OF FIVE AMERICANS (FOUR OFFICERS INCLUDING ONE JUNIOR
TRAINEE AND ONE STAFF EMPLOYEE) AND 19 FSL'S IS APPROPRIATE
TO OUR PROGRAM GOALS.

PART III - STATE PERSONNEL RECOMMENDATIONS

AFTER EXTENSIVE REVIEW OF THESE QUESTIONS IN OUR MOST RECENT POLICY PAPER AND DURING AN INSPECTION OF THREE MONTHS AGO, I AM CONVINCED THAT THE MISSION'S STATE PERSONNEL STAFFING LEVEL IS APPROPRIATE TO OUR MINIMUM NEEDS. THE EMBASSY HAS ONLY FIVE FSO'S WORKING IN THE IMPORTANT POLITICAL, CONSULAR, ECONOMIC AND COMMERCIAL AREAS. THIS STAFFING LEVEL IS BARELY ADEQUATE TO OUR NEEDS AND WE CANNOT DO OUR JOB WITH LESS. OUR OTHER STATE PERSONNEL ARE INVOLVED IN ADMINISTRATIVE AND COMMUNICATION SUPPORT, AND THEY ALSO ARE INCREASINGLY OVERWORKED WITH MOUNTING RESPONSIBILITIES, CAUSED IN PART BY THE REGIONAL OFFICES WHICH HAVE BEEN ESTABLISHED IN TUNIS RECENTLY AND BY THE INCREASING NUMBER OF REGIONAL CONFERENCES AND MEETINGS WHICH WE HOST. BUDGET AND FISCAL, MEDICAL AND SECURITY PERSONNEL ALSO PROVIDE SUPPORT FOR OTHER POST IN THIS REGION.

A. REPROGRAMMING

WE HAVE DETERMINED THAT FEW, IF ANY, REPROGRAMMING POSSIBILITIES EXIST FOR DIRECT STATE POSITIONS. POSITION NO. 15 - PERSONNEL CLERK ASSISTANT (AND NOT POSITION NO. 19 - JUNIOR PERSONNEL ASSISTANT AS RECOMMENDED BY THE RECENT IG INSPECTION TEAM) COULD BE REPROGRAMMED TO GSO FOR USE EITHER AS MAINTENANCE UNIT OR MOTOR POOL.

B. INCREASES/DECREASES

1. DURING THE PAST YEAR THE POST HAS EXPERIENCED A SIGNIFICANT
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CANNOT INCREASE IN ITS ADMINISTRATIVE WORKLOAD DUE TO THE ESTABLISHMENT IN TUNIS OF USIA'S REGIONAL PUBLICATIONS CENTER (RPC) AND M/FSI'S ARABIC LANGUAGE SCHOOL. THE EMBASSY MAINTAINS 82 RESIDENTIAL QUARTERS AND NINE OFFICE BUILDINGS WITH MAINTENANCE AND RELATED STAFF OF 20 PRIOR TO THE ESTABLISHMENT OF THE RPC AND FSI OFFICES (SEE TUNIS 0266). AT A RATIO OF ONE EMPLOYEE PER 4.6 BUILDINGS, OUR STAFF WAS OVERWORKED, REQUIRING MANY HOURS OF OVERTIME. WE NOW MAINTAIN 94 RESIDENTIAL UNITS AND 12 OFFICE BUILDINGS, A 16 PER CENT INCREASE IN WORKLOAD WITH NO INCREASE IN STAFF. THE INCREASED WORKLOAD HAS BEEN BORNE THROUGH OVERTIME PAYMENTS AND DECREASING LEVELS OF SERVICE.

2. TO PROVIDE NECESSARY MAINTENANCE TO SERVICED AGENCIES REQUIRES AT LEAST THREE MORE DAS POSITIONS IN THE GSO LPD/TOC SECTION. APPROXIMATE ANNUAL SALARY COSTS FOR THESE THREE POSITIONS WOULD BE \$10,023. WE CAN ABSORB THE ADDITIONAL WORKLOAD ATTRIBUTABLE TO RPC AND FSI IN BUDGET AND FISCAL, PERSONNEL AND OTHER AREAS OF ADMINI-

STRATION. THE EMBASSY MOTOR POOL IS UNDERSTAFFED FOR THE SIZE OF THE MISSION. WITH FIVE DRIVERS THE MOTOR POOL IS SERVICING A MISSION WITH 110 AMERICAN EMPLOYEES, INCLUDING MARINE GUARDS, AND 174 LOCAL EMPLOYEES, PLUS THE NUMEROUS CONFERENCES HELD IN TUNIS AND NUMEROUS TDY PERSONNEL WHO VISIT TUNIS. UNTIL RECENTLY THE MOTOR POOL WAS ON A 24-HOUR SCHEDULE. TO CONSERVE RESOURCES, THIS SCHEDULE HAS BEEN REDUCED TO 18 HOURS A DAY. WITH THESE TIGHTER CONTROLS AND REPROGRAMMING OF RESOURCES, MOTOR POOL DRIVERS ARE STILL PUTTING IN APPROXIMATELY 2,600 HOURS OF OVERTIME PER YEAR, PAYMENTS MORE THAN EQUAL THE SALARY OF A FULL-TIME DRIVER. AN ADDITIONAL DRIVER WOULD HELP RESOLVE OPERATIONS PROBLEMS OF AN OVERWORKED MOTOR POOL AT NO ADDITIONAL COST TO THE U.S. GOVERNMENT, AND WE FEEL JUSTIFIED IN REQUESTING THIS POSITION.

C. LOWER PRIORITY POSITIONS

PRESENT STAFFING IS LEAN AND IN SOME AREAS OF ADMINISTRATION
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ACTION NEA-10

INFO OCT-01 ISO-00 SS-15 SP-02 PER-01 SIG-01 A-01
MMO-01 EB-08 SCA-01 IO-13 INR-07 PM-04 CU-02
/067 W

-----010033Z 114122 /66

R 310856Z MAR 77
FM AMEMBASSY TUNIS
TO SECSTATE WASHDC 6239

S E C R E T SECTION 2 OF 2 TUNIS 2200

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BELOW ADEQUATE. IF EMBASSY TUNIS MUST LOSE POSITIONS,
HOWEVER, THEY WOULD BE AS FOLLOWS:

1. LOW PRIORITY DIRECT AMERICAN POSITIONS

POSITION NO. 08 - REGIONAL SECURITY OFFICE SECRETARY. THE RSO SECRETARY ACTS AS OFFICE MANAGER AND ASSISTANT TO THE REGIONAL SECURITY OFFICER. THE SECRETARY MAKES APPOINTMENTS AND SETS UP MEETINGS, SECURITY INTERVIEWS AND BRIEFINGS AND PREPARES DOCUMENTATION THE RSO WILL REQUIRE FOR THESE MEETINGS. WITH A MINIMUM OF INSTRUCTION, THE SECRETARY PREPARES, COMPOSES AND TYPES LETTERS, CABLES, AIRGAMS AND MEMORANDA ON SUBSTANTICE INVESTIGATIONS AND AMINISTRATIVE MATTERS. THE SECRETARY ESTABLISHES LOGS, PREPARES AND MAINTAINS CONFIDENTIAL AND SENSITIVE FILES RELATING TO PERSONNEL INVESTIGATIONS AND OTHERFUNCTIONAL AREAS OF THE OFFICE. IN ADDITION, DURING THE REGIONAL SECURITY OFFICER'S ABSENCE FROM POST, THE SECRETARY RUNS THE OFFICE WITH MINIMUM SUPERVISION FROM THE ADMINISTRATIVE OFFICER. THE WORKLOAD FOR THIS POSITION IS HIGH AND IF THE POSITION WERE WITHDRAWN IT WOULD HAVE TO BE ASSUMED BY THE REGIONAL SECURITY OFFICER AND THE RSO WOULD FIND MUCH OF HIS TIME TAKEN UP WITH CLERICAL OFFICE DUTIES WITH A RE
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SULATANT DECLINE IN THE LEVEL OF HIS SERVICES TO THE POSTS HE SERVICES.

2. LOW PRIORITY DIRECT FSL POSITIONS

POSITION NO. 15 - PERSONNEL CLERK. THE REDUCTION OF THIS POSITION WOULD RESULT IN A LOWER LEVEL OF SERVICES PROVIDED BY THE PERSONNEL SECTION TO SERVICED AGENCIES. WITH AN INCREASE OF APPWOXIMATELY 19 PER CENT IN THE NUMBER OF AMERICANS SERVICED DURING THE PAST YEAR, THE PERSONNEL SECTION WOULD BE HARD PRESSED TO KEEP UP WITH ITS PRESENT AND EXPANDING WORKLOAD WITH A REDUCTION IN ITS FSL STAFF OF 14 PERCENT.

D. MISSION STAFFING CHART

CURRENT (FY 77)

AGENCY/FUNCTION	AMERICANS	FSLS	PROFES. STAFF
	OFFICERS	STAFF	

STATE:

EXECUTIVE	3	2	2
POLITICAL	3	1	2 1
ECON/COM	3	1	2 1
CONSULAR	2	1	1
ADMIN (DAS POSITIONS			
IN PARENTHESES)	(2) 9	6 (2) 9	(21) 46
COMMUNICATIONS	(1)	(4) (1) (3)	

SECURITY (REGIONAL) (1) (1) (1)
 B&F (REGIONAL) (1) (2) (2) (4) (9)
 MEDICAL (REGIONAL) (1)

SUBTOTAL 20 10 14 51

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USIS 5 1 8 19
 USIS (RPC) 1 4 1

USAI:

DIRECT HIRE 19 4 13 37
 PASA 7

DAO 3 2 2

USLOT 6 3 1 2

PC 3 2 7
 VOLUNTEERS

ABMC 1 1 12

FSI:

STAFF 1 1
 STUDENTS 10

GRAND TOTAL 76 21 42 132

PROJECTED (FY 79)

	AMERICANS	FSLs	
AGENCY/FUNCTION	OFFICERS	STAFF	PROFES. STAFF

STATE:

EXECUTIVE	3	2	2
POLITICAL	3	1	2 1
ECON/COM	3	1	2 1
CONSULAR	2	1	1

ADMIN (DAS POSITIONS

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IN PARENTHESES) (2) 9 6 (2) 9 (25) 50
COMMUNICATIONS (1) (4) (1) (3)
SECURITY (REGIONAL) (1) 9)9;)(, (1)
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MEDICAL (REGIONAL) (1)

TOTAL 20 10 14 55
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Message Attributes

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Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: POLICIES, ANNUAL REPORTS
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Sent Date: 31-Mar-1977 12:00:00 am
Decaption Date: 22 May 2009
Decaption Note: 25 YEAR REVIEW
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 22 May 2009
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1977TUNIS02200
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: GS
Errors: N/A
Expiration:
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Format: TEL
From: TUNIS
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Original Classification: SECRET
Original Handling Restrictions: STADIS
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 6
Previous Channel Indicators: n/a
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Previous Handling Restrictions: STADIS
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
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Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 2931561
Secure: OPEN
Status: NATIVE
Subject: PARM - ANNUAL POLICY AND RESOURCE ASSESSMENT - PARTS II AND III
TAGS: AMGT, PFOR, TS, US
To: STATE
Type: TE
vdkgvwkey: odbc://SAS/SAS.dbo.SAS_Docs/1c8707ac-c288-dd11-92da-001cc4696bcc
Review Markings:
Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
22 May 2009
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009